**New Employee Onboarding**

**Welcome Aboard!**

We are absolutely thrilled to welcome you to our family! We know that starting a new role can be both exciting and a little overwhelming, so we've put together this guide to help you navigate your first few days and weeks with us. Our goal is to make your transition as smooth as possible and to provide you with all the resources you need to succeed.

W believe our people are our greatest asset. Your unique skills and perspectives will be invaluable as we continue to innovate and lead in our industry. We're excited to see what you'll achieve here!

**Our Mission:** To empower businesses with cutting-edge technology solutions and exceptional service, driving growth and efficiency for our clients worldwide.

**Our Core Values:**

* **Innovation:** We constantly seek new and better ways to solve problems and create value.
* **Collaboration:** We believe in the power of teamwork and diverse perspectives.
* **Integrity:** We operate with honesty and transparency in everything we do.
* **Customer Focus:** Our clients' success is our success.
* **Excellence:** We strive for the highest quality in our work and our interactions.

**Your First Day: What to Expect**

**Arrival Time:** Please arrive by 9:00 AM.

* **Location:** [1 Brays St, London E2 8XE]
* **Parking/Commute:** [Details about parking availability or public transport options]
* **What to Bring:**
  + Your identification documents for I-9 verification (e.g., Passport or Driver's License and Social Security Card). A full list of acceptable documents will be sent separately by HR.
  + Any personal items you need to feel comfortable (e.g., a water bottle, notebook).
  + A positive attitude and an eagerness to learn!
* **Dress Code:** Our dress code is business casual. We want you to be comfortable and professional.
* **Your First Day Schedule (Tentative):**
  + **9:00 AM - 9:30 AM:** Welcome & Office Tour - Meet your buddy and get acquainted with the space.
  + **9:30 AM - 10:30 AM:** HR Onboarding & Paperwork - We'll get the formalities out of the way.
  + **10:30 AM - 11:00 AM:** IT Setup - Get your laptop, accounts, and access configured.
  + **11:00 AM - 12:00 PM:** Meet Your Team - An introduction to your immediate colleagues.
  + **12:00 PM - 1:00 PM:** Welcome Lunch with your team!
  + **1:00 PM - 2:30 PM:** Introduction to Your Role & Initial Projects - A discussion with your manager.
  + **2:30 PM - 3:30 PM:** Company Overview & Culture Presentation.
  + **3:30 PM - 4:30 PM:** Review of Onboarding Plan & Q&amp;A.
  + **4:30 PM onwards:** Wrap-up and prepare for Day 2.

**Your First Week: Getting Settled**

Your first week will focus on getting you acquainted with our systems, processes, and your team. You'll have a series of introductory meetings and training sessions.

* **Key Objectives for Week 1:**
  + Complete all required HR paperwork and compliance training.
  + Understand your role, responsibilities, and initial goals.
  + Familiarize yourself with key company tools and software (e.g., email, communication platforms, project management software).
  + Build initial connections with your team members and other key colleagues.
  + Understand the team's current projects and priorities.
* **Your Onboarding Buddy:** You will be assigned an onboarding buddy, [Buddy's Name (To Be Assigned)], who will be your go-to person for informal questions, navigating the office, and understanding our company culture. Don't hesitate to reach out to them!
* **Meetings to Expect:**
  + One-on-one meetings with your manager to discuss expectations and performance goals.
  + Team meetings to understand ongoing projects and workflows.
  + Introductions to key stakeholders in other departments.
  + Department-specific training sessions.

**Required Paperwork & Documentation**

Please ensure you complete the following items by the end of your first week. You will receive separate emails with links and instructions for most of these.

* **Employment Contract:** Review and sign.
* **I-9 Employment Eligibility Verification:** Complete Section 1 on or before your first day. Bring required original documents on your first day for verification.
* **W-4 (Federal Tax Withholding):** Complete online.
* **[State Tax Withholding Form, if applicable]:** Complete online.
* **Direct Deposit Authorization:** Set up your banking information for payroll.
* **Employee Handbook Acknowledgment:** Review and sign.
* **Confidentiality Agreement:** Review and sign.
* **Benefits Enrollment:** You will receive information about our benefits package (health insurance, retirement plan, etc.) and instructions on how to enroll. You typically have [e.g., 30 days] from your start date to make your elections.

**IT & Systems Setup**

Our IT team is here to help you get connected.

* **Laptop & Equipment:** You will receive your company laptop and any other necessary equipment on your first day.
* **Email Account:** Your corporate email address will be [[email address removed]]. Login credentials will be provided.
* **Communication Tools:** We primarily use [e.g., Microsoft Teams/Slack] for internal communication and [e.g., Zoom/Google Meet] for video conferencing.
* **Key Software:** You will receive access and basic training for software relevant to your role, such as [e.g., Salesforce, Jira, Asana, Microsoft Office Suite].
* **IT Support:** For any IT-related issues, please contact the IT Helpdesk:
  + Email: [[email address removed]]
  + Phone: [IT Support Phone Number]
  + Portal: [Link to IT Support Portal]

**Key Contacts**

* **Your Manager:** [Manager's Name, Title, Email, Phone]
* **HR Department:** [[email address removed]], [HR Phone Number]
  + For Onboarding Questions: [HR Contact Person for Onboarding, Email]
  + For Benefits Questions: [HR Contact Person for Benefits, Email]
* **IT Helpdesk:** [[email address removed]], [IT Support Phone Number]
* **Your Onboarding Buddy:** [Buddy's Name (To Be Assigned), Email]
* **Office Administration:** [[email address removed]], [Admin Phone Number]

**Important Resources & Links**

* **Employee Handbook:** [Link to Online Employee Handbook] - Contains detailed information about company policies, procedures, and benefits.
* **Company Intranet/Portal:** [Link to Intranet] - Your source for company news, announcements, and internal resources.
* **Org Chart:** [Link to Org Chart] - Understand our company structure.
* **Holiday Calendar:** [Link to Holiday Calendar]
* **Training Portal:** [Link to Training Portal] - Access online courses and learning materials.

**Your 30-60-90 Day Plan (Overview)**

Your manager will work with you to develop a more detailed plan, but here’s a general idea of what to expect:

* **First 30 Days:** Focus on learning. Understand our systems, processes, products/services, and company culture. Complete initial training and start contributing to small tasks.
* **First 60 Days:** Begin to take on more responsibility and actively contribute to projects. Identify areas for improvement and start building stronger cross-functional relationships.
* **First 90 Days:** Demonstrate a solid understanding of your role and be a productive member of the team. Take initiative on projects and begin to set longer-term goals with your manager.

**We're Here to Support You!**

This document is a starting point. We encourage you to ask questions, seek clarification, and share your ideas. Your manager, onboarding buddy, and the HR team are all here to support your success.

We are incredibly excited to have you join our family. We look forward to a successful journey together!

**Welcome to the team!**